

**MINUTES  
OF THE  
PINE COUNTY BOARD MEETING  
Regular Meeting  
Tuesday, November 15, 2022 - 10:00 a.m.  
North Pine Government Center  
1602 Hwy. 23 North  
Sandstone, Minnesota**

Chair Hallan called the meeting to order at 10:00 a.m.

Present were Commissioners Josh Mohr, Terry Lovgren, J.J. Waldhalm and Matt Ludwig. County Administrator David Minke and County Attorney Reese Frederickson were present.

The public was invited to join the meeting remotely by phone, Zoom, or watch via live stream on YouTube.

The Pledge of Allegiance was said.

Chair Hallan called for public comment. Gussie Croup commented on the election process and notification/access to county board meetings.

Chair Hallan requested the following revisions to the agenda:

Addition

1. Consent Agenda Item #3.1/Commissioner Claim Forms  
Consider Commissioners' Expense Claim Forms

Revision

1. Move Consent Agenda Item #6C/New Hire of HHS Eligibility Worker to Regular Agenda Item 2.1

**Motion** by Commissioner Ludwig to adopt the amended agenda. Second by Commissioner Lovgren. Motion carried 5-0.

**Motion** by Commissioner Lovgren to approve the Minutes of November 1, 2022 County Board Meeting and Summary for publication, Minutes of Housing Redevelopment Authority/Economic Development Authority (HRA/EDA) and County Board Joint Meeting – October 26, 2022, and Minutes of Zoning Board/County Board Joint Meeting - October 27, 2022. Second by Commissioner Mohr. Motion carried 5-0.

Minutes of Boards, Reports and Correspondence

Pine Co. Zoning Board Minutes – September 22, 2022

**Motion** by Commissioner Ludwig to acknowledge the Minutes of Boards, Reports and Correspondence. Second by Commissioner Lovgren. Motion carried 5-0.

**Motion** by Commissioner Lovgren to approve the amended Consent Agenda. Second by Commissioner Mohr. Motion carried 5-0.

Commissioners thanked the election staff for their work on the 2022 elections.

## CONSENT AGENDA

### 1. Approve October 2022 Cash Balance

<b>Fund</b>	<b>October 31, 2021</b>	<b>October 31, 2022</b>	<b>Increase/Decrease</b>
General Fund	4,583,590	4,345,728	(237,862)
Health and Human Services Fund	1,986,090	2,127,148	141,058
Road and Bridge Fund	1,358,884	2,846,247	1,487,363
COVID Relief	2,599,681	4,465,819	1,866,137
Land Management Fund	2,266,687	2,749,117	482,429
Self Insurance	573,935	44,593	(529,341)
<b>TOTAL (inc non-major funds)</b>	<b>25,781,491</b>	<b>32,192,125</b>	<b>6,410,635</b>

### 2. October 2022 Disbursements/Claims Over \$2,000

The following vendors with claims of \$2,000 or more, and 500 claims under \$2,000 or not needing approval totaling \$2,631,092.45 were paid during the period of October 1-October 31, 2022: ACCURATE CONTROLS INC, 8,117.60; Advanced Correctional Healthcare, Inc, 61,616.35; AMAZON CAPITAL SERVICES, 2,961.73; Aml Cleaning Service, Inc, 4,000.00; Anoka Co Juv Ctr-Shelter & Dia, 8,120.00; Askov Deep Rock, 12,959.86; Aspen Mills, 4,422.64; BLUE CROSS & BLUE SHIELD OF MINNESOTA, 5,040.50; BOARMAN KROOS VOGEL GROUP INC, 7,700.00; BUREAU OF CRIMINAL APPREHENSION, 3,480.00; Bureau Of Criminal Apprehension, 1,020.00; C & T CONTRACTING, 6,060.00; Cavallin Inc, 3,093.57; Central Mn Jobs & Training Services, 33,825.84; CIT, 5,000.00; CITY OF WILLOW RIVER, 15,000.00; CLOQUET RIVERSIDE RECYCLING, INC, 6,956.20; CONTECH ENGINEERED SOLUTIONS LLC, 22,918.71; DEPARTMENT OF CORRECTIONS, 2,526.50; Dhs Maps Ccdtf, 4,631.19; DHS State Operated Services, 14,451.75; DOOLEYS PETROLEUM INC, 55,303.36; East Central Energy Of Braham, 21,406.64; East Central Reg Juvenile Center, 8,678.18; East Central Solid Waste Comm, 3,483.75; Ehlers & Associates, Inc, 2,500.00; Emergency Automotive Technologies, Inc, 3,750.00; EMERGENCY SERVICES MARKETING CORP INC, 6,205.00; ERICKSON ENGINEERING CO LLC, 2,970.00; ESSENTIA HEALTH, 2,594.50; EVERBRIDGE INC, 10,910.49; Family Pathways - North Branch, 4,255.00; GUARDIAN, 9,179.02; Heartland Girls Ranch, 8,493.52; HOUSTON ENGINEERING INC, 5,313.50; Knife River Corp, 4,492,331.47; KRONOS SAASHR INC, 2,652.92; L&O INVESTMENTS LLC, 23,226.87; Lakes & Pines Comm Act Council, 141,534.36; LHB INC, 13,357.82; Lighthouse Child & Family Services, LLC, 6,513.68; MADISON NATIONAL LIFE INS CO INC, 4,167.73; MARK HAUG CONSTRUCTION INC, 16,887.20; Martin-Mcallister, Inc, 2,200.00; MCCOY CONSTRUCTION & FORESTRY INC, 2,230.81; MEDICAREBLUE RX, 5,975.50; MEDSURETY, LLC, 7,842.48; MESHAKWAD COMMUNITY CENTER, 4,700.00; Mille Lacs Band Family Services, 11,266.01; Minnesota Hoarding, 5,470.00; MINNESOTA POWER, 4,616.54; MN COUNTIES COMPUTER COOP, 14,890.95; Mn Depart Of Transportation, 11,294.69; Mn Life Insurance Company, 4,037.20; MONARCH PAVING, 6,264.38; North Homes Inc, 11,248.20; NORTH COUNTRY CHEVROLET BUICK GMC, 37,331.40; NORTHSTAR MEDIA INC, 5,944.11; Nuss Truck Group Inc, 18,189.27; OFFICE OF MN.IT SERVICES, 5,124.08; OWENS COMPANIES INC, 6,500.00; Phase Inc (Pc Dac) Dac, 2,024.92; PHOENIX SUPPLY, 3,110.25; PREMIER OUTDOOR SERVICES OF

MINNESOTA, 2,745.00; PRIMARY PRODUCTS COMPANY, 3,741.04; Purchase Power, 4,035.00; Rabe Excavating, LLC, 17,700.00; Reliance Systems, 2,000.00; Roberts Excavating, 17,500.00; Ron's Roll-Off Service, 2,600.00; Rydberg & Sons, Inc., 9,882.90; S & R REINFORCING INC, 253,047.54; SANDBERG CONSTRUCTION INC, 38,000.00; Sanofi Pasteur Inc, 3,693.71; SEACHANGE PRINT INNOVATIONS, 16,793.66; SGI, 15,075.00; Slims Texaco Service, 4,206.54; Solid Oak Financial Services, LLC, 4,050.00; Streicher's Inc, 3,648.00; SUMMIT FOOD SERVICE MANAGEMENT LLC, 31,188.46; TEAMSTERS JOINT COUNCIL 32, 55,620.00; TENVORDE FORD, 34,513.38; Therapeutic Serv Ag Too Inc, 3,903.76; THRIFTY WHITE PHARMACY, 4,025.61; Uline, 10,015.47; UNITEDHEALTH GROUP, 314,799.89; Verizon Wireless, 10,369.01; Village Ranch Residential Facility, 5,869.80; Ziegler Inc., 10,893.14.

3. **Applications**

A. **Tobacco Applications**

- i. Acknowledge issuance of a tobacco license to WBE of Sandstone DBA Woody's Bar and Off Sale (previously issued to Rich's Bar, which was recently sold to WBE of Sandstone). Authorize Board Chair and County Auditor to sign.

3.1. **Pine County Commissioners' Expense Claim Forms**

Approve Commissioners' Expense Claim Forms.

4. **Donation**

- A. Accept a \$500 donation from the Pine County Township Officers Association designated to the Pine County Sheriff's Office K-9 fund.

5. **Contracts/Agreements**

- A. Approve the renewal of a Memorandum of Understanding (MOU) between the Pine County Sheriff's Office and the State of Minnesota by and through its Board of Trustees of the Minnesota State Colleges and Universities on behalf of Pine Technical and Community College relating to the investigation of crimes. The agreement expires December 31, 2024. Authorize Board Chair and County Administrator to sign.

6. **New Hire / Promotion / Transfer**

- A. Approve the internal transfer of social worker Heidi Burton to a MN Choices Assessor, effective November 28, 2022. No change in grade or pay.
- B. Approve the promotion of Highway Maintenance Worker Tom Lindstrom to Mechanic, Grade 7, Step 1, \$21.73 per hour, effective November 16, 2022.
- C. Eligibility Worker New Hire -- Moved to Regular Agenda Item 2.1

7. **Training**

- A. Approve Probation Director Terry Fawcett to attend the American Probation and Parole Association Winter Regional Institute, February 5-7, 2023, in Omaha, Nebraska. Registration: \$310, 3-nights Lodging: \$460. Total cost: \$770.

**REGULAR AGENDA**

1. **Public Hearing: 2022 Fee Update (at 10:00 a.m. or as soon thereafter as practicable)**

County Auditor-Treasurer Kelly Schroeder provided an overview of requested new and amended county fees. The board discussed how the fee amounts were determined and how they related to the cost of providing the service. The following fees were considered:

Department	Fee	Original Fee	Proposed Fee
Auditor-Treasurer	Certificate of Tax Forfeiture	\$0.00	\$50.00
Auditor-Treasurer	Data Research	\$0.00	\$50.00/hour
Auditor-Treasurer	Gambling License	\$10.00	\$20.00
Auditor-Treasurer	Liquor License Additional Fee (if apply within 30 days of expiration)	\$100.00	\$200.00
Auditor-Treasurer	3.2 and Temporary Liquor License Fees	\$50.00	\$100.00
Auditor-Treasurer	Tobacco License Fees	\$85.00	\$100.00
Health & Human Services	Child Care Applications	\$50.00	\$0.00
Health & Human Services	Child Care Renewal	\$100.00	Waive Fee through 4/30/2024
Sheriff	E911 Address Request	\$0.00	\$20.00
Sheriff	Gun Permits for Military/Veterans	\$100.00	\$10.00 (\$10 is the amount paid to the state of Minnesota)
Sheriff	Gun Permits Renewal for Military/Veterans	\$75-\$85	\$10.00
Solid Waste	Tires <ul style="list-style-type: none"> <li>• Small (motorcycle, ATV, Bicycle, Etc)</li> <li>• Passenger Car</li> <li>• Light Trucks/SUV</li> <li>• Skid Steer/Bobcat</li> <li>• Semi</li> </ul>	\$1.00 \$2.00 \$5.00 N/A N/A	\$2.00 \$3.50 \$4.75 \$8.50 \$14.00
Solid Waste	Waste Facility License	\$200.00	Affirm \$200 fee recently established
Zoning	Appeal of Zoning Decision	\$0.00	\$600.00

Chair Hallan opened the public hearing at 10:49 a.m. and called for public comment. Gussie Croup expressed opposition to increasing fees for current county-provided services and felt the proposed Appeal of Zoning Decision fee of \$600 was too high and would deter citizens from filing an appeal. Croup stated support for a reduction in gun permit fees for veterans and in establishing a fee for data research by companies (not individual landowners). There being no additional public comment, Chair Hallan closed the public hearing at 10:55 a.m. The board had further discussion regarding zoning fees and procedures if requested action not initially approved.

**Motion** by Commissioner Lovgren to set the Certificate of Tax Forfeiture fee at \$50, effective January 1, 2023. Second by Commissioner Ludwig. Motion carried 5-0.

**Motion** by Commissioner Mohr to set the Data Research fee at \$50 per hour, effective January 1, 2023. Second by Commissioner Lovgren. Motion carried 5-0.

**Motion** by Commissioner Lovgren to set the Gambling License fee at \$20, effective January 1, 2023. Second by Commissioner Mohr. Motion carried 5-0.

**Motion** by Commissioner Lovgren to set the Liquor License Additional Fee at \$200, effective January 1, 2023. Second by Commissioner Mohr. Motion carried 5-0.

**Motion** by Commissioner Mohr to set the 3.2 and Temporary Liquor License fee at \$100, effective January 1, 2023. Second by Commissioner Lovgren. Motion carried 5-0.

**Motion** by Commissioner Ludwig to set the Tobacco License fee at \$100, effective January 1, 2023. Second by Commissioner Waldhalm. Motion carried 5-0.

**Motion** by Commissioner Ludwig to reduce the Child Care Application fee and set it at \$0, effective January 1, 2023. Second by Commissioner Mohr. Motion carried 5-0.

**Motion** by Commissioner Ludwig to waive the Child Care Renewal fee through April 30, 2024, effective January 1, 2023. Second by Commissioner Mohr. Motion carried 5-0.

**Motion** by Commissioner Waldhalm to not establish a fee for the E911 Address. Second by Commissioner Ludwig. Motion carried 5-0.

**Motion** by Commissioner Waldhalm to set the Gun Permit fee for Military/Veterans at \$0. Motion died for a lack of a second.

**Motion** by Commissioner Lovgren to set the Gun Permit fee for Military/Veterans at \$10, effective January 1, 2023. Second by Commissioner Waldhalm. Motion carried 5-0.

**Motion** by Commissioner Lovgren to set the Gun Permit Renewal fee for Military/Veterans at \$10, effective January 1, 2023. Second by Commissioner Waldhalm. Motion carried 5-0.

**Motion** by Commissioner Ludwig to set the fee for tire disposal, effective January 1, 2023, as follows: Small (motorcycle, ATV, Bicycle, Etc) - \$2 each; Passenger Car - \$3.50 each; Light Trucks/SUV - \$4.75 each; Skid Steer/Bobcat - \$8.50 each; Semi - \$14 each. Second by Commissioner Lovgren. Motion carried 5-0.

**Motion** by Commissioner Lovgren to affirm the Waste Facility License fee of \$200. Second by Commissioner Mohr. Motion carried 5-0.

**Motion** by Commissioner Lovgren to establish a fee for Appeal of Zoning Decision in the amount of \$200, effective January 1, 2023. Second by Commissioner Ludwig. Motion carried 5-0.

## 2. Personnel Committee Report

Commissioner Ludwig provided an overview of the November 7, 2022 Personnel Committee meeting. The Personnel Committee made the following recommendation:

### A. Health & Human Services

- i. Acknowledge the resignation of Eligibility Worker Angie Palmer, effective October 21, 2022, and approve backfill of the position and any subsequent vacancies that may occur due to internal promotion or lateral transfer.
- ii. Acknowledge the retirement of Social Worker Mary Buck Swegle, effective January 6, 2023, and approve backfill of the position and any subsequent vacancies that may occur due to internal promotion or lateral transfer.
- iii. Acknowledge the resignation of Social Worker Jenna Furlong, effective November 18, 2022, and approve backfill of the position and any subsequent vacancies that may occur due to internal promotion or lateral transfer.

### B. Pine County Sheriff's Department - Corrections

- i. Acknowledge the resignation of Corrections Officer Alex White, effective November 18, 2022, and approve backfill of the position and any subsequent vacancies that may occur due to internal promotion or lateral transfer.

**Motion** by Commissioner Ludwig to approve the recommendations of the Personnel Committee for Health & Human Services A.i.-A.iii, and Sheriff's Department Corrections B.i., together with the hiring Jayla Schleret as an Eligibility Worker, effective November 16, 2022,

Grade 6, Step 1, \$20.49 per hour/position backfill approved at 2.A.i. above. Second by Commissioner Mohr. Motion carried 5-0.

2.1 **Hiring of Health & Human Services Eligibility Worker**

Item approved at Regular Agenda Item 2/Personnel Committee Report above.

3. **2023 Budget Update**

County Auditor-Treasurer Kelly Schroeder provided a 2023 budget update, reviewing that the preliminary levy was adopted September 20, 2022 in the amount of \$21,272,255. Schroeder reviewed the changes since the preliminary levy was set. Further discussion/direction will take place at the December 13, 2022 Special Meeting-Committee of the Whole. The final budget and levy will be set at the December 20, 2022 county board meeting.

4. **2022 Election Update**

County Auditor-Treasurer Kelly Schroeder updated the board on the November 8 election.

5. **Commissioner Updates**

Soil & Water Conservation District: Commissioner Waldhalm stated Laura Nelson has been hired as forester, however the ag technician position remains vacant.

Central MN Council on Aging: Chair Hallan stated this was a joint meeting with the Advisory Committee. There is a high demand for programs with less funding available.

Broadband Boot Camp: Commissioner Lovgren stated the importance of involvement with Minnesota Broadband organization and the funding that is available. The county should sign up with ACT for mapping, and Starlink is appealing its denial of RDOF funds.

East Central Solid Waste Commission: Chair Hallan stated the 2023 proposed budget was reviewed and submission of a new permit for expansion was discussed.

East Central Regional Library Board of Trustees: Commissioner Lovgren stated they are reviewing and updating policies.

Chemical Health Coalition: Commissioner Lovgren stated are three new members to the coalition. Baskets with chemical health information will be put together and available for first responders and deputies to distribute to families in need of chemical health referrals.

Vape wands were provided to East Central and Pine City schools. Meeting dates are being changed to the second Thursday of the month. Commissioner Lovgren stated there was a lot of discussion on the importance of having a location, sometimes available in jails in some facilities, where individuals can voluntarily go for a safe place to detoxify.

Other

A. Commissioner Lovgren stated Pine County received a 2-year \$275,000 grant from the Sauer Family Foundation to support the development of Family Resource Centers.

6. **Other**

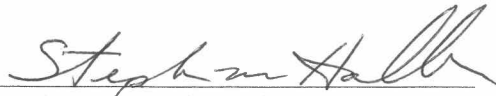
A. Commissioner Mohr was contacted by Mission Creek Township regarding the small cemetery located south of the Hinckley Transfer Station (PID 180059002). The township has been providing maintenance for this cemetery and is inquiring if another entity is available to take over the maintenance.

7. **Upcoming Meetings**

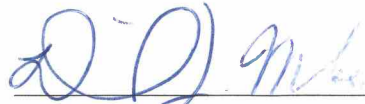
Upcoming meetings were reviewed.

8. **Adjourn**

With no further business, Chair Hallan adjourned the meeting at 12:16 p.m. The next regular meeting of the county board is scheduled for Thursday, December 8, 2022 at 10:00 a.m., Pine County Courthouse, Board Room, 635 Northridge Drive NW, Pine City, Minnesota.



Stephen M. Hallan, Chair  
Board of Commissioners



David J. Minke, Administrator  
Clerk to County Board of Commissioners